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26 June 1959

MEMORANDUM FOR: [REDACTED]
SUBJECT : [REDACTED] Payroll Activity
REFERENCE : Memorandum of 20 April 1959 to the
[REDACTED]

25X1A6b
25X1A6b

25X1A6b

1. As requested in reference, arrangements have been made to transfer [REDACTED] payroll activity to Headquarters effective 12 July 1959. The transfer will be accomplished in accordance with instructions as follows:

25X1A6b

a. Form No. 30b, Permanent Change Card

25X1A

(1) Permanent Change Cards will be prepared by the [REDACTED] for all payroll actions effective through the pay period ending 11 July 1959. All Permanent Change Cards for personnel payrolled at that date, including both pending cards and current action cards, will be transmitted to Headquarters with a detailed list of each type on Tuesday, 14 July 1959.

(2) Permanent Change Cards for personnel separated on or before 11 July 1959 from [REDACTED] payroll will be retired to records center by [REDACTED] and a copy of the retirement schedule furnished to Headquarters.

25X1A6b
25X1A

b. Form No. 30c, Pay Abstract Card

Pay Abstract Cards will be prepared and transmitted to Headquarters by the [REDACTED] personnel payroll actions through the pay period ending 11 July 1959.

25X1A

c. Form 30, Time and Attendance Reports

25X1A

(1) Arrangements shall be made to forward T and A's [REDACTED] personnel to Headquarters by the first available courier on each Tuesday morning following the end of a biweekly pay period so as to be delivered as promptly as possible to the payroll office, but no later than 1200 hours. All T and A's shall be prepared in accordance with detailed instructions attached.

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- (2) Time and Attendance Reports for pay periods 1 through 14 of 1959 shall be transmitted to Headquarters with a detailed list showing the names of individuals by each pay period. T and A's for periods prior to 1959 shall be retired to the records center. Copies of the schedule of records so retired shall be provided to Headquarters.

d. Form 1137, Leave Record

25X1A

- (1) The leave records which are posted manually for [REDACTED] shall be posted up through the period ending 11 July 1959 and submitted (with a listing) to Headquarters with the T and A's and other documents required to be forwarded on 14 July 1959.
- (2) Leave records including leave transcripts for personnel other than [REDACTED] employed as of 11 July 1959 may be discontinued at the convenience of [REDACTED] verified for accuracy, and promptly transmitted with a listing to Headquarters for retention. Such leave records for all leave years shall be assembled by employee. A certification shall be provided to Headquarters that such leave records are complete and correct as of the end of the pay period when the manual postings to these records are discontinued.
- (3) Leave records for separated personnel shall be retired to records center and a schedule of such retired records provided to Headquarters.

25X1A

25X1A

e. CSC Form No. 2896, Individual Retirement Records

Individual Retirement Records shall be transmitted with a listing to Headquarters on 14 July 1959 posted complete with all deductions through 1958 and for all other actions through the pay period ending 11 July 1959.

- 2 -

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f. Form W-4, Employees' Withholding Exemption Certificate

The current Form W-4's for personnel payrolled by [REDACTED] as of 11 July 1959 shall be transmitted to Headquarters on 14 July 1959. Prior Form W-4's for personnel still employed and Form W-4's for separated personnel may be retained in the personnel file maintained by [REDACTED] or they may be destroyed at such time as it would be administratively feasible to purge the folders. W-4's reviving exemptions claimed on or after 12 July 1959 shall be transmitted to Headquarters for action.

g. Form 2254, Authorization for Purchase of United States Savings Bonds

(1) All currently active bond authorization cards (Forms 2254 and Forms 2254a) shall be transmitted to Headquarters on 14 July 1959 for retention. Request for Change in Payroll Savings Allotment, Form 2254a, effective on or after 12 July 1959 shall be transmitted promptly to Headquarters for action.

(2) Bond authorizations for employees separated from [REDACTED] payroll shall be destroyed.

h. Pay Cards

All pay cards maintained [REDACTED] shall be retired to records center and a copy of the retirement schedule shall be furnished Headquarters. Copies of retirement schedules for pay cards for years prior to 1956 shall also be furnished.

2. Attached are instructions for the preparation of time and attendance reports, management of T and A control lists, pay checks, etc., which will be applicable after 12 July 1959 [REDACTED] payroll functions.

3. Minor modification of instructions contained herein may be accomplished with the mutual agreement of the [REDACTED] Finance Officer, the TAS representative, the Chief, Payroll

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Branch, Fiscal Division. Action determined to be necessary on any documents omitted from these general instructions shall be arranged and mutually agreed upon by the aforementioned officers.

15/
[REDACTED]
Deputy Comptroller

25X1A9a

Attachments:

cc: OC/Admin.

Distribution:

Original & 1 - Addressee
1 - Fiscal Div.
1 - TAS Subject
1 - TAS Reading
1 - TAS Chrono

✓ - Signer

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